



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Division of Business and Community Services

Sub-Section:

TITLE: Business and Community Project Files

CUTOFF: Close of project

DESCRIPTION: Includes project notes, project proposals, and general information (correspondence, memos, faxes, client impact statements) related to business project for either a business retention, expansion or new location project. This includes both domestic and international projects.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22303

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Business Incentives

CUTOFF: Close of project

DESCRIPTION: Business Incentive programs provide a financial incentive to a business that is creating new jobs or retaining jobs in Missouri; purchasing equipment for their business; or need assistance via a loan guarantee. Records related to the administration of Business Incentive programs include, but are not limited to, program guidelines; applications; agreements; financial documents; proof of payment; public notices; quarterly, annual and final reports; compliance reviews and audit documents. Business Incentives includes the following: Missouri Quality Jobs (Senate Bill 343); Enhanced Enterprise Zone (Sections 135.930 to 135.973, RSMo); Enterprise Zone (Sections 135.200 to 135.270, RSMo); Business Facility (Section 135.100 to 135.150, 135.258, RSMo); Business Use Incentives For Large-Scale Development (BUILD) (Section 100.700 to 100.850, RSMo); Film Production (Section 135.750, RSMo); Rebuilding Communities (Section 135.535, RSMo); Mutual Fund (Section 620.1350 to 620.1360, 143.451, RSMo); Charcoal Production (Section 135.313, RSMo); Research Equipment (Section 620.1039, RSMo); Wine and Grape Production (Section 135.700, RSMo); Private Activity Bond Allocation (Internal Revenue Code as amended, Codified at 26 U.S.C. 141 to 150, Sections 108.500 to 108.532, RSMo); Urban Enterprise Loan (Section 620.1023, RSMo); and Loan Guarantee (Section 135.766, RSMo).

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22307

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Division of Business and Community Services

Sub-Section:

TITLE: Community Development Block Grant (CDBG) - Administrative Records

CUTOFF: Close of project

DESCRIPTION: CDBG is a federal program that provides financial assistance to local governments for public improvements. Qualifying districts and nonprofit organizations may also receive CDBG funding through their local government. The state CDBG program is available to non-entitlement cities and counties in Missouri. Records related to the administration of the CDBG program include, but are not limited to, general correspondence and memorandums (management, financial and policy matters); records management file; rules and regulations; attorney general's office opinions; auditor reports, project grant awards, financial records, applications, guidelines, and reports.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22309

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Community Improvement Programs

CUTOFF: Close of project

DESCRIPTION: These programs are designed to assist in improving community projects. Records related to the administration of Community Improvement programs and includes, but is not limited to: program guidelines; applications; agreements; public notices; quarterly, annual and final reports; compliance reviews and audit documents. These programs include: Missouri Community Planning and Assessment Program (MOCAPP); Downtown Revitalization and Economic Assistance for Missouri (DREAM); Delta Regional Authority (DRA); Congressional Record H12285 Section 503, The Consolidated Farm and Rural Development Act (7USC 1921 et seq.) Subtitle F; and AmeriCorps: 42 U.S.C. 12511 et seq.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22308

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Division of Business and Community Services

Sub-Section:

TITLE: Contribution Tax Credit Programs

CUTOFF: Close of project

DESCRIPTION: The Contribution Tax Credit Programs is defined as incentive programs to encourage contributions from taxpayers for the benefit of a certain community or economic development program or project. The taxpayer receives a tax credit based on the amount of the contribution made. Records related to the administration of contribution tax credit programs include, but are not limited to program guidelines; applications; agreements; financial documents; quarterly, annual, and final reports; invoices; proof of payment; tax credit certificates; and compliance reviews and audit documents. Contribution Tax Credit Programs include the following: Youth Opportunities (Sections 135.460 and 620.1100 to 620.1103, RSMo); Family Development Account (Sections 208.750 to 208.775, RSMo); Neighborhood Assistance Program (Sections 32.100 to 32.125, RSMo); Transportation Development (Section 135.545, RSMo); Development Tax Credit (Sections 32.100 to 32.125, RSMo and 4 CSR 85 -2.015, 2.030 to 2.040); and Small Business Incubator (Section 620.495, RSMo).

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22305

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007

TITLE: Databooks

CUTOFF: Close of project

DESCRIPTION: Reports presented to companies considering doing business in Missouri. Usually researched and prepared specifically for each company, but sometimes prepared for an entire industry.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22300

SERIES STATUS: Approved

APPROVAL DATE:

8/2/2007



Agency Records Disposition Schedule

Department: Department of Economic Development
Division: Division of Business and Community Services

Section:
Sub-Section:

TITLE: Investment Tax Credit Programs

CUTOFF: Close of project

DESCRIPTION: Investment Tax Credit programs include programs where a taxpayer makes an investment into the program and receive a tax credit as an incentive for the investment. Records related to the administration of investment tax credit programs include, but are not limited to program guidelines; applications; agreements; financial documents; quarterly, annual and final reports; photographs; maps; invoices; proof of payment; compliance reviews and audit documents. The Investment Tax Credit Programs include the following: Historic Preservation (Sections 253.545 to 253.561, RSMo); Neighborhood Preservation (Sections 135.475 to 135.487, RSMo); Brownfield Redevelopment (Sections 447.700 to 447.718, RSMo); CDC Bank (Sections 135.400 to 135.401, 135.433, RSMo); Certified Capital (CAPCO) (Sections 135.500 to 135.529, RSMo and 4 CSR 80-7.010-7.040); and New Enterprise Creation (NECA) (Sections 620.635 to 620.653, RSMo).

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22304

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Stock Photograph Library

CUTOFF: WSO

DESCRIPTION: Still images, in digital or analog format, created by Business and Community Services Division personnel in the course of producing audiovisual productions or printed publications, but not necessarily included in the final product for which it was originally shot. Image libraries are maintained for possible use in future productions and transferred to the Missouri Archives for archival review before being destroyed.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22302

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Economic Development

Section:

Division: Division of Business and Community Services

Sub-Section:

TITLE: Stock Video Footage

CUTOFF: WSO

DESCRIPTION: Moving images, in digital or analog format, created by Business and Community Services Division personnel in the course of producing audiovisual productions, but not necessarily included in the final production. Stock footage is maintained for possible use in future productions, and transferred to the Missouri State Archives for archival review before being destroyed.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 22301

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Tax Increment Financing Programs

CUTOFF: Close of project

DESCRIPTION: A Tax Increment Financing (TIF) program is a financial tool that captures a portion of the "new" taxes generated as a result of a new economic development to help pay projects costs over a period of time. Allows for development or redevelopment in a specific, designated area. Records related to the administration of Tax Increment Financing (TIF) programs and includes, but is not limited to: program guidelines; applications; agreements; financial documents; case studies; public notices; quarterly, annual and final reports; compliance reviews and audit documents. Tax Increment Financing Programs includes the following: State Tax Increment Financing (Sections 99.800, 99.845.4-.14, RSMo); Local Tax Increment Financing; Missouri Downtown Economic Stimulus Program (Sections 99.915 to 99.980, RSMo); Missouri Rural Economic Stimulus Program (Sections 99.1000 to 99.1060, RSMo); and Downtown Preservation (Sections 99.1080 to 99.1092, RSMo).

RETENTION: Years: 13 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22306

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007